

State of Tennessee



Department of State

Division of Charitable Solicitations
Charitable Gaming Section
312 Eighth Avenue North
8th Floor, William R. Snodgrass Tower
Nashville, TN 37243
(615) 741-2555

CHARITABLE GAMING ANNUAL EVENT APPLICATION For Events Less Than \$5,000

**A NON-REFUNDABLE \$150 FILING FEE
MUST ACCOMPANY THIS APPLICATION**

OFFICE USE ONLY

Fee Pd.

Yes ☐ No ☐

Amount:

\$

Rec. No.

Date/Time Rec'd

INSTRUCTIONS: Complete this form if total revenue from your gaming event will not exceed \$5,000. Type or print in ink an answer to each question, attaching additional sheets if necessary. *The Tennessee Bureau of Investigation shall investigate violations of T.C.A. §39-17-651 through 39-17-657 and official misconduct concerning charitable gaming activities. T.C.A. §3-17-112.*

1. Name of organization: _____
2. Date organization was legally established: (Month/Day/Year) _____
3. State where organization was legally established: _____ Federal Employer Identification Number: _____
4. Physical address (**P.O. Box Not Acceptable**): (Street) _____
(City) _____ (County) _____ (State) _____ (Zip Code) _____
5. Mailing address of Organization: (Street) _____
(City) _____ (County) _____ (State) _____ (Zip Code) _____
6. Name of the Event: _____
7. Date of the one-day event: _____
8. Location of the event (**P.O. Box Not Acceptable**): (Street) _____
(City) _____ (County) _____ (State) _____ (Zip Code) _____
9. Contact person for the event: _____ Telephone number: _____
Fax number: _____ E-mail address: _____
10. Describe how the gaming event will be played: _____
11. Estimate the number of Tickets ☐ Shares ☐ Chances ☐ Other ☐ to be sold (*Check One*): _____
12. Price per "Ticket", "Share", "Chance" or "Other": _____
13. List the charitable programs to benefit from gaming proceeds: _____

14. CHECK EACH BOX BELOW TO INDICATE YOU HAVE READ AND UNDERSTAND THE SWORN STATEMENTS:

- ☐ The organization has been in continuous and active existence as a § 501(c)(3) organization located in Tennessee for at least five (5) years immediately preceding the event date listed above. *T.C.A. §3-17-103(a)(2).*
- ☐ The organization does not intend to raise more than five thousand dollars (\$5,000) from an event, if authorized by the general assembly. An additional fee shall be remitted with the financial report if revenue exceeds \$5,000. *T.C.A. §3-17-103(f).*
- ☐ The application and all other documents are public records and will be available for public inspection. *T.C.A. §3-17-107.*
- ☐ No officer, trustee or board member has been convicted of a felony or misdemeanor. *T.C.A. §3-17-104(a)(11).*
- ☐ A copy of the organization's §501(c)(3) determination letter from the Internal Revenue Service is attached. *T.C.A. §3-17-104(a)(5).*

SIGNATURE SECTION

I (President, Chairman or Chief Administrative Officer) certify, under penalty of perjury, that the above information is true and correct.

Name (Please Print) _____

Signature _____

Title _____

Date _____

State of Tennessee)
County of _____)

Sworn to before me this _____ day of _____, 20____

My Commission Expires: _____

Notary Public

INSTRUCTIONS

To operate a one-day gaming event, you must file an annual event application with the Secretary of State, Division of Charitable Solicitations, between July 1 and October 31. The application must be postmarked by the deadline date. The Division is located at 312 Eighth Avenue North, 8th Floor, William Snodgrass Tower, Nashville, Tennessee 37243. Weekday business hours are 8:00 a.m. – 4:30 p.m.

Line 1: Record the organization's complete legal name. (The name must conform to the Internal Revenue Service's Letter of Determination. Include appropriate documentation if the organization's name has changed.)

Line 2: Record the month, day and year the organization came into existence.

Line 3: Record the State where organization came into existence. Provide the 9-digit tax number assigned by the IRS.

Line 4: Record the organization's principal business address. If no physical address, record the address where its financial records are maintained.

Line 7: The one-day event shall be selected during the 12-month period July 1 and June 30. (*Note: An event shall be held within fourteen (14) calendar days of the event date listed in the annual event application.)

Line 8: The event must be operated in a county where the organization maintains a physical presence.

Line 9: Record the name of the person authorized to receive all required notices regarding the gaming event, including the person's telephone number, fax number and e-mail address.

Line 10: Briefly describe how the game will be played.

Line 12: No change in ticket price will be permitted after ticket sale begins. One (1) modification is permitted before ticket sales begin; however, a change in ticket price shall not exceed \$50 of the ticket price disclosed on the application.

Line 13: List the programs to receive net proceeds from the gaming event. An organization shall disburse a minimum 25% of net proceeds to its charitable program(s). The organization must notify the Secretary if an amount less than 25% is disbursed for charitable purpose(s). Failure to disburse a minimum 25% of net gaming proceeds to programs for two consecutive periods shall result in a disqualification for five (5) years.

Line 14: Failure to check each box will result in the rejection of your application.

The application shall bear the notarized signature of the President, Chairman or Chief Administrative Officer.

Annual Event Application Fee Scale

Note: An organization that raises more than \$5,000 for its gaming event must submit an additional fee with the financial accounting report (due 90 days after the gaming event) in accordance with the following filing fee scale:

Event Gross Revenue	Application Fee	You Must Remit
\$0 to \$5,000	\$150	\$0
\$5001 to \$10,000	\$300	\$150
\$10,001 to \$20,000	\$450	\$300
\$20,001 and over	\$600	\$450